

RUNNING THE COMMUNITY CAFÉ - WHAT YOU NEED TO KNOW AS A HOST ORGANISATION

The Village Hall Committee (VHC) welcome you to the Community Café. We are pleased that, as a local group, you are running the Cafe on behalf of your organisation. We hope you have fun as well as raising money for your group/charity.

WE'LL WORK WITH YOU

In order that visitors to the Café know what to expect, we would like the format to remain the same each month.

Once you've booked a Café slot, you will be allocated your own experienced volunteer ('link person') to assist you in setting up the café and help you during the morning.

Café opening times are 10.00am - 12.00 noon so you will need to be at the Hall for about 8.30am to set up in time for the start and to allow the stallholders access at 9.00am.

You will need to supply a team of helpers (min. 6), a cash float, milk (at least 4 litres), posies of flowers for the tables, and of course, cakes! These should be home-made (*this is what makes our cafés special!*).

The first time an organisation runs the Café will be free of charge. Subsequently a charge of £15 will be made each time to cover VHC costs incurred.

- One member of the Host Organisation (HO) needs to be designated lead and VHC need the name and contact details of that person.
- 'Uniform' tablecloths are supplied for Café tables; stall holders bring their own.
- 'Haughley Community Café' aprons to be worn by volunteer helpers.
- Please use the filter coffee machine and tea urn. Tea, coffee, sugar, butter and paper napkins are provided free of charge.

PLEASE NOTE no sandwiches or hot food should be served, i.e. bacon rolls.

It is the responsibility of the HO to manage allergies in the foods being sold.

- Prices, to be displayed using the signs supplied are fixed at:

Yorkshire/Decaf Tea £1.00

Earl Grey £1.50

Filter/Decaf Coffee £1.50

Squash 20p, Lemonade/coke 50p

Cake/pastries £1/1.50 depending on size

Teacakes & butter £1.50

Cheese Scones & butter £1.50

- Neon 'Cafe' signs to be used opposite main entrance door and by serving hatch
- Community Information Boards to be used each month. This is to promote local organisations/events. HO can add any information of their own.
- A Cooperative table to be set up and manned. Parishioners are invited to donate produce for this stall, the proceeds to go towards the chosen VHC charity.
- HO can organise their own raffle/games/demonstrations etc if they wish to raise additional funds.
- Stalls will be booked and organised by the VHC. HO will be provided with a list of stalls. If you wish to have stall/stalls please let us have details/description in advance.
- The Green Room can be used if the number of stallholders means that there is insufficient room in the Main Hall.
- The VHC reserve the right to amend expectations as the design of the Café evolves.

PUBLICISING YOUR CAFE

Let people know about the Café you are hosting by publicising it through your own networks well in advance of the date.

The VHC will publicise the Community Café through the Parish News, posters and on the Haughley Village Hall webpage at haughley.org.uk.

COVID

Although the rules around the wearing of masks have been relaxed to make visitors to the Hall feel more comfortable VHC volunteers wear masks throughout the morning, and this has been welcomed. We would also ask that all windows and doors in the Hall are kept open for ventilation and that weather permitting tables are made available in the garden for those that wish to sit outside.

